

Benämning Supplier – CSR-Sustainability / Code of Conduct				Dokument id A-4-1
Upprättad av <i>Mario Redzic</i> Datum 2021-02-01	Godkänd av <i>Jonas Sjögren</i> Datum 2021-02-01	Reviderad av <i>Mario Redzic</i> Datum 2021-02-01	Utgåva 01	Sida 1 av 6

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Supplier – CSR-Sustainability / Code of Conduct

This Code of Conduct has been established to instruct Holsby Metall AB suppliers to help them resolve ethical issues that may arise in your work.

Holsby Metall AB Code of Conduct outlines the minimum requirements that apply for all business relationships between Holsby Metall AB its customers and suppliers.

The requirements of the Code of Conduct are based on the principles of the United Nations Global Compact.

The Code of Conduct cannot possibly cover every ethical issue you may encounter in your work. It is our call for you to seek guidance on the ethical and legal issues you have. If you have any doubts about what behaviour or reaction is preferable in a situation, discuss it with your nearest one, if you do not want to raise the matter with your boss.

Our business principles

We will act as a reliable and responsible supplier that lives up to its commitments. We believe in long-term business relationships that create incentives for strong financial results, environmental considerations and social commitment. We inform our stakeholders about our Code of Conduct as an obvious part of our relationship.

Supplier shall at all times uphold the highest level of integrity in all business interactions and disclose details of its corporate structure when requested.

Conflicts of Interest. Suppliers shall do business in an open and transparent way in order to demonstrate that they are an honest and reliable partner. Further, the supplier's conducts business in a manner that avoids situations where private, financial or other external interests conflict with the job responsibilities of the Employee.

Any situation where a Supplier employee or professional under contract may have a personal interest of any kind in the business or any kind of economic ties, must immediately be reported through ordinary reporting channels.

Anti-Corruption. Suppliers do not endorse nor tolerate any form of bribery or corruption, directly or indirectly. Suppliers do not accept any form of improper benefit to or from a third party, private or public, with the purpose of obtaining or retaining business or any form of preferential treatment. Such benefits may comprise not only cash but also job opportunities, favours, travel, facilitation payments, promises to pay debts or unlawful gifts and entertainment.

Confidentiality and Intellectual Property Rights. Suppliers respects confidential information and intellectual property rights by safeguarding against misuse, mishandling, counterfeit, theft, fraud or improper disclosure in accordance with applicable law and the contractual terms.

Sanctions and Export Control Laws. Suppliers complys with all applicable export control laws, as well as laws that prohibit or restrict business relationships with sanctioned countries, entities, persons, or industry sectors.

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Labour and Human Rights

Holsby Metal AB suppliers fundamentally affirms that all people should be treated with respect and dignity. Employers have a great impact on their employees wellbeing and therefore owe major obligation towards them. Holsby Metall AB suppliers are responsible for unfailingly following the highest human rights standards wherever they operate.

Suppliers respect international conventions on human rights. In our business, we support and respect basic human rights and work according to "The Global Compact", which includes principles on human rights, labor law, environment and corruption directed at companies. The principles are based on the UN Declaration on Human Rights, the ILO's basic conventions on human rights in working life, the Rio Declaration and the UN Convention against Corruption.

Diversity and equal opportunities (discrimination)

Holsby Metall AB suppliers recruits and provides employees with equal opportunity and treatment regardless of gender, marital status, ethnic or national affiliation, sexual orientation, gender identity, race, religion, political views, age or disability. Diversity is encouraged in our business.

We work proactively to eliminate all forms of discriminatory treatment of employees. We pay fair wages and benefits in accordance with our country's common practice and legal requirements.

Modern Slavery and Forced Labour

Holsby Metall AB suppliers does not tolerate any forms of modern slavery or forced labour, including but not limited to forced, bonded or compulsory labour and human trafficking. Holsby Metall AB suppliers do not tolerate restrictions of movement, excessive recruitment fees, confiscation of identity documents and/or passports, withholding of wages, abusive working conditions, debt bondage, violence or any other kind of exploitation or abuse.

Child Labour

Holsby Metall AB suppliers does not tolerate child labour.

The minimum working age is the age of completion of compulsory school, but never less than 15 years.

Young Employees within the age of 15 – 18 years shall not be exposed to work that is likely to harm their physical or mental health, safety or morals.

Working Hours and Leave

Holsby Metall AB suppliers follows, respects and comply with applicable laws and collective bargaining agreements, if applicable, on working and resting hours, including overtime working hours, as well as annual, sick and parental leave and any other applicable leave regulations.

Wages and Benefits

Holsby Metall AB suppliers shall always pay and provide its Employees' wages and benefits that, as a minimum, comply with applicable laws and collective bargaining agreements. Suppliers shall provide its Employees with information about their employment terms and conditions, including benefits, in a format and language they can easily understand, such as a written employment contract and a timely wage statement. Deduction from wages is permitted only if and to the extent prescribed by applicable law, regulations or collective bargaining agreements.

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Freedom of Association and Collective Bargaining

All Employees shall have the right to lawfully form, join or not join labour unions, bargain collectively, seek representation and join worker's councils in accordance with local law and international conventions. Employees shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, intimidation or retaliation.

Health and safety

Holsby Metall AB suppliers ensure that its Employees' potential exposure to safety hazards, such as machines, equipment or substances, or other chemical, biological or physical agents, are identified, assessed and controlled through proper routines and/or preventative maintenance and safe work procedures.

Where hazards cannot be adequately controlled by these means, Employees shall be provided with appropriate personal protective equipment including access to first-aid supplies. Safety information shall be made available to everyone in order to educate, train, and protect the Employees from safety hazards.

Workplace ergonomics are identified and evaluated. Ergonomic risks include conditions that can affect muscles and joints in the human body, such as working position, repetitive movements, physical load and lifting positions. Concerned employees are involved in connection with new or existing workplaces.

Holsby Metall AB suppliers has a functional collaboration between employees and managers to continuously improve health and safety in the workplace.

Employees at Holsby Metall AB suppliers have ready access to clean drinking water, hygienic toilet facilities, hygienic food preparation, storage and eating facilities, adequate ventilation, light and temperature levels, and acceptable levels of noise and dust pollution (as applicable).

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Environmental responsibility

In our environmental work, we strive to meet or exceed the requirements of applicable legislation, regulations or directives. Our overall ambition is to limit the environmental impact of our operations.

Holsby Metall AB are committed to environmental responsibility. We meet or exceed applicable environmental laws, to minimizing the impact of our operations on the environment. We encourage certification to ISO 14001 environmental standards or any successor standards, and encourage our suppliers to develop a plan to achieve such certification status.

Resource Efficiency and Energy Consumption Suppliers should monitor, track and document its consumption of natural resources such as water and raw materials, as well as sources of energy in order to be able to identify aspects that can control and can influence fostering opportunities for improvement and minimized consumption.

Emissions and Waste Management Suppliers should monitor, track and document its emissions to air, water and soil from its facilities and transports as well as the processwater and solid waste generated by its operations in order to be able to identify aspects that can control and influence fostering opportunities for improvement and minimized emission.

Hazardous Substances Holsby Metall AB suppliers shall identify potentially hazardous substances in chemical products and articles used in its production and ensure that they are handled, transported, stored, recycled and disposed of safely. Safety information is available to educate, train, and protect Employees from hazardous materials and Employees have access to adequate personal protective equipment. Submit 100% declaration of all substances used in the products delivered to customer, reported through the International Material Data System (IMDS) or any other corresponding tool.

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Escalation policy (whistle blower policy)

That "whistle blow" means to attract the management's attention to potentially illegal and / or unethical activities, also known as irregularities. This Policy applies to all Holsby Metall AB's employees, suppliers and business partners. This policy allows staff to raise serious suspicions of irregularities in, or related to, the company, rather than looking away or seeking a solution to the problem outside.

Anyone who reveals an irregularity or expresses concern will be protected by this Policy if the employee:

- Reveals the information in good faith
- Think it is essentially true
- Do not act with malicious intent or make false accusations
- Do not seek personal or financial gain

Anyone with complaints or concerns should contact their supervisor, manager or person in the department responsible for the task in question. The supervisor or manager may decide whether the matter should be escalated to the Management, depending on how serious or sensitive the case and the designated person are.

If the complaint concerns your supervisor or manager, or any other person directly above you, you can report your complaint via "incident and improvement report", where the possibility of being anonymous exists.

In order to protect the individuals involved and the suspects from alleged wrongdoing, an initial investigation will be done to determine if the investigation is needed, and in such cases, what form it should take. If an urgent effort is required, it will be taken before an investigation is conducted.

Within a reasonable time after a concern has been received, the responsible manager will communicate back to you:

- Confirm that the case has been received
- Indicate how the case will be handled
- Estimate how long it will take to reach a final solution
- Notify whether an initial investigation will be conducted
- Notify if further investigations will be done, and if not, why

The Company will not tolerate any attempt to expose a person who has raised a serious and genuine concern for the company regarding a wrongful act, to negative discrimination. All negative discrimination will be dealt with promptly with severe disciplinary consequences.

Holsby Metall AB suppliers shall respect the confidentiality of a whistleblower in a received case where the complainant is requesting confidentiality. Anonymous complaints are difficult to follow up and confirm, if the complaining person does not want to give his name at a later stage.

Holsby Metall's supplier shall continue to maintain the highest standards of honesty and integrity. We want to ensure that sufficient resources are made available to investigate all cases we receive.

However, it is important that all employees who consider submitting complaints make sure that they are sincere.

The company will view all knowingly false or malicious allegations by an employee as a serious crime, which may result in disciplinary action, including dismissal.